

Executive Director

FLSA STATUS: Exempt

Job Summary: The Executive Director is responsible for the overall management and operation of the agency, including planning, personnel, budget, program development and community outreach.

Essential Functions

- Monitor day to day operation, coordinate staff activities.
- Provide board, funding sources and government entities with required monthly, quarterly and annual financial and service reports.
- Serve as advisor to board and board committees. Assist in the formulation of center goals and policy. Determine specific objectives and action steps for achieving goals.
- Assist staff in developing and implementing new programs.
- Hire, train, supervise and evaluate the Program Mgr., Office Mgr., Access Specialist and PAS Coordinator.
- Implement personnel policies, including periodic work reviews and maintenance of records. Make or approve salary decisions.
- Identify budget needs, and potential funding sources to meet those needs. Develop grant proposals, fee schedules for services; assist with fund-raising events.
- Provide direction for areas of need and emphasis in program development.
- Develop and maintain community networking relationships, with assistance of staff.
- Evaluate overall quality of services provided.
- Represent Southwest Center for Independent Living in local, state and national organizations.
- Advocate for the collective needs of people with disabilities; work with elected officials, agencies and organizations to develop and promote legislation and programs that will benefit people with disabilities.
- Attend training workshops and conferences both in and out of state.
- Make presentations to local, state and/or national groups.
- Act as public spokesperson for SCIL and disability issues.
- Understand and adhere to the Independent Living Philosophy.

Education / Experience

- Master's Degree in administration, rehabilitation, social work, counseling or a related field plus two years of experience in not for profit agency administration or service provision to persons with disabilities.

OR

- Bachelor's Degree and four years of experience in not for profit agency administration or service provision to persons with disabilities.
- Demonstrated skills in communication, organization, fiscal administration and public relations.
- Supervisory experience (paid or volunteer).
- Personal experience with disability.

Skills / Job Knowledge

- Proven supervisory ability; knowledge of Affirmative Action and fair employment principles.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to analyze statistical information, laws and regulations.
- Computer skills, including experience in Windows 98; Microsoft 2000.
- Ability to set priorities and meet deadlines.
- Ability to plan and oversee implementation of effective consumer programs.
- Knowledge of community resources.
- Effective presentation skills.
- Effective problem-solving and decision-making skills.
- Grant-writing skills.
- Flexibility in dealing with job functions and schedules.
- Ability to interact effectively with SCIL staff, consumers and the public.
- Personal experience with disability.